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ER-6-1253

OCT 11 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Ceiling Increases for Office of Research and Reports and Office of Current Intelligence.

1. The attached memorandum (Tab A) has the concurrence of the Assistant Director for Personnel (Tab B) and the Budget Division (Tab C).

2. It is proposed to increase the ceiling of the Office of Research and Reports by one slot and the ceiling of the Office of Current Intelligence by three slots in order to permit these Offices to fill positions which were approved in the Agency FY 1955 supplemental budget. Budget Division indicates the availability of funds to fill the positions involved.

3. The ORR slot to be filled is an Intelligence Officer, GS-13, for support of [redacted] and for headquarters support of economic reporting by overseas stations. The [redacted] program is now handled on a part-time basis by one employee, and another employee provides the support for overseas stations. The additional position will permit full-time attention to these activities.

4. The positions to be filled in the OCI T/O are:

a. Requirements Officer, GS-11. [redacted] Requirements Officers are currently supporting the [redacted] basic OCI area divisions. [redacted] Requirements Officer will permit adequate full-time attention to each of the area divisions.

b. Assistant Watch Officer, GS-7. This position is required to permit 24-hour, seven-day operation of the Watch Office under OCT. Each of the present [redacted] Watch Officers works forty hours per week, two Watch Officers to each eight hour shift. The present number of Watch Officers is below the minimum needed to provide adequate coverage and to permit annual and sick leave. The Watch Office has worked from 15 to 78 hours of overtime per pay period in the past nine months.

c. Secretary-Stenographer, GS-6. This position is for the Executive Secretariat, USCIB, for which OCI provides ceiling and

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T/O slots. There are, at present, three clerical positions on the OCI T/O for Executive Secretariat, USCIB and one professional position. In addition, there are three professional (military) positions and one clerical position in Executive Secretariat which are not on the OCI T/O. Two of the clerical positions on the OCI T/O provide secretarial service for the Executive Secretary and his Deputy. The third position is responsible for office management. The clerical position not on the OCI T/O involves support to the USCIB Communications Security Board. The new Secretary-Stenographer position is to be used to provide secretarial service for the professional positions not on the OCI T/O.

5. The Assistant Director for Personnel, in his concurrence (Tab B), indicates that the correct classification of the ORR position is Requirements Officer, GS-13, that the OCI Assistant Watch Officer position should be classified as Watch Officer, GS-9, and that the grade for the Secretary-Stenographer position for Executive Secretariat, USCIB is approved at GS-5 pending later review.

6. It is recommended that the requested ceiling increases of one for ORR and three for OCI as modified by the classification and grade determinations of the Assistant Director for Personnel be approved.

Chief, Management Staff

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget

APPROVED:

Date:

20 Oct 54

L. K. WHITE
Deputy Director
(Administration)

Discussed with
DD CI (Sen. Cabell)
19 Oct 54

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